

The following is a draft copy of your servicing finance office's year-end closing procedures for your review. Before being finalized and distributed, comments may be forwarded to:

Chuck Kilgore at
charles.kilgore@noaa.gov or
fax at (301) 427-2025 or
send to AOD, Rm 2102, OFA23
20020 Century Blvd
Germantown, Maryland 20874

Please submit comments by close of business June 7th.
A Finance Council meeting will be scheduled in the later part of June to review and discuss the changes made to this draft document.

Instructions for Fiscal Year 2002 Closing

This document provides instructions for closing the accounting records for the Fiscal Year (FY) ending September 30, 2002, for the Accounting Operations Division (AOD), Finance Office, and the Financial Management Divisions at the Administrative Support Centers (ASC). The FY 2002 final reports will reflect all accepted accounting entries made through October 4. To ensure the FY 2002 final reports accurately reflect the status of your organization, accounting documents and adjustment requests must reach your servicing finance office by the dates indicated in these instructions.

Similar to last year, there will be preliminary closings during the month of September 2002. These closings will occur on September 13, September 20, and September 27. Just like the final FY 2002 closing on October 4, these preliminary closings will provide reports giving your NOAA Line or Staff Office time to review the open documents to ensure the undelivered orders and accruals are accurate, submit an appropriate adjustment, when required, and re-check the subsequent reports. It is critical that you review these preliminary closing reports closely and forward any adjustments to your servicing finance office as quickly as possible to ensure NOAA's final financial reports are accurate.

There will be weekly FIMA cycle runs on Wednesday, September

25, Tuesday, October 1, and on Thursday, October 3. FIMA reports for these cycles will be available **ONLY** on the following website: <http://apollo.iso.noaa.gov/reports/>

NOTE: Throughout the year, the finance offices usually record documents in FIMA/CFS within one week of receipt. At year end, we receive thousands of documents and we must record them in the accounting system within MINUTES of receiving them in order to meet accelerated year-end closing dates. It is the responsibility of the Line/Staff Offices to review FIMA reports to ensure all documents that you have sent to your servicing finance office have been recorded accurately in FIMA/CFS.

If you do not see a document that you sent to your servicing finance office in FIMA within a reasonable time frame, contact the employee who is responsible for the document as indicated on the following websites:

| | |
|------|---|
| AOD | http://www.rdc.noaa.gov/~acod/contact.htm |
| EASC | http://www.easc.noaa.gov/fin/finstaff_v2.htm |
| CASC | http://www.rdc.noaa.gov/~casc/financial_pages/contact.htm |
| MASC | http://www.masc.noaa.gov/masc/fmd/staff.html |
| WASC | http://www.wasc.noaa.gov/services/fmd/poc.htm |

ONLY SUBMIT THE ORIGINAL FORM; DO NOT SEND COPIES IF YOU DO NOT SEE THE ACCRUALS REFLECTED IN THE ACCOUNTING SYSTEM.

New for Fiscal Year 2002 Closing

In past years, the servicing finance offices have requested accounting classification information in accordance with the FIMA accounting structure. Since the majority of information is entered directly into CAMS, the servicing finance offices are now requesting accounting information in compliance with the CAMS' Accounting Classification Code Structure (ACCS). Information on the current ACCS structure may be found at the following website:

<http://www.rdc.noaa.gov/~cams/accs.htm>

Additionally, as we convert to a new accounting system in October 2002, there exists a potential delay in payments during October. In order to minimize the potential amount of phone calls requesting invoice payments, the servicing finance offices will be making double payments for some specific document types in September 2002 rather than recording both payments and accruals. For example, if an August

telecommunication invoice is received for payment in September, the servicing finance office will double-up the payment. The "doubled" payment will cover the telecommunication cost of the August invoice as well as the projected future invoice on the September telecommunication cost. No accrual would be necessary and the commercial vendors would not have to wait for their September payments in October. We expect the additional payment to be reflected on the next invoice from the vendor.

Disbursements and Collections - General

All FY 2002 disbursement documents (invoices, vouchers, etc.) should be submitted as soon as possible to give the servicing finance offices time for processing and to ensure inclusion in the FY 2002 final reports. Payment documents received in FY 2002 prior to **September 20** will be paid in FY 2002, if possible. Otherwise, they will be accrued in FY 2002 and processed for payment in FY 2003.

Collections received on and after October 1 will be deposited, but not recorded in CAMS until after FY 2003 implementation.

Closing Actions for FY 2002

During the period September 23 through October 4, the servicing finance offices will concentrate on recording the following accounting data:

1. **Undelivered Orders** - Undelivered Orders are obligations for goods/services that have not been received.
2. **Accruals** - Accruals (accounts payable) are obligations for goods/services that have been received by September 30th, but not paid.

Auditors will be sampling our year-end accruals during their FY 2002 audit. All accruals will be scrutinized closely for propriety before they are recorded.

For further information on accruals, please view the Accruals Presentation on the AOD home page at <http://www.rdc.noaa.gov/~acod/index.htm>

If you have invoices for services that were accrued in FY 2002, but you are not submitting the invoice to your servicing finance office until after year end closing, please make sure you write "accrued" on the invoice to

reduce the chance of a duplicate obligation.

3. **Adjustments** - Accounting adjustments based on written advice from Financial Management Centers (FMC) such as corrections of FY 2002 accounting transactions.

S Labor Cost adjustments should be sent to the Funds Management Branch, Financial Reporting Division, OFA211, by **COB September 23**.

- **Document level adjustments** should be sent to the employee identified as being responsible for the document in the website lists cited previously.

NOTE: Adjustments **below \$1,000** may be set aside and may not be entered due to the tight time constraints this year end. Another way to handle these small (or large) dollar adjustments is to roll them up to summary level wherever common organization codes, task/phase numbers, and object classes permit.

You will need to submit **document level adjustments** that were recorded in FIMA on or before September 13 to your servicing finance office by **September 20**. **Any adjustments received after September 20 must be approved by your CFO/M&B's office and then by the Director, Finance Office/Comptroller, before your servicing finance office can record them.**

- **Summary level cost adjustments involving reimbursable task numbers** should be sent to the Receivables Branch, Accounting Operations Division, OFA233.
- **All other summary level cost adjustments** should be submitted to the Funds Management Branch, Financial Reporting Division, OFA211.

All cost adjustments must be dated, approved, signed, and received in the appropriate office by **September 30th**. If the cost adjustments cross Line Offices/Staff Offices, both Line Offices'/Staff Offices' approvals are required.

Blanket Purchase Agreements (BPA) - (Document Type 02)

Year-end accrual entries are required to reflect the cost of goods and/or services ordered and received by September 30. For these accruals, submit to your servicing finance office by **close of business September 30** your FY 2002 purchases **that have not been invoiced** using the form on the next page.

We request you use the attached form because we receive thousands of documents and it helps us to organize and prioritize our work.

ACCRUALS FOR BPAs (DOCUMENT TYPE 02)

TO: AOD - FAX number 301-413-0022 DATE:
EASC - FAX number 757-441-3863
CASC - FAX number 816-426-6738
MASC - FAX number 303-497-3913
WASC - FAX number 206-526-6672

FROM: _____ TELEPHONE: _____

SUBJECT: Accruals for BPAs

I hereby request an accrual for the following _____
(individual document type with supporting documents attached).

| <u>DOCUMENT</u> <u>NUMBER</u> | <u>FY</u> | <u>BUREAU</u> <u>CODE</u> | <u>PROJECT</u> <u>CODE</u> | <u>TASK</u> <u>CODE</u> | <u>FUND</u> <u>CODE</u> | <u>Program Code</u> |
|----------------------------------|-----------|------------------------------|-------------------------------|----------------------------|----------------------------|---------------------|
| 2xxxxxxxx | 02 | 14 | 69P1B23 | P00 | 02 | 06-01-02-000 |

| <u>ORGANIZATION</u> <u>CODE</u> | <u>OBJECT</u> <u>CLASS</u> | <u>AMOUNT</u> |
|------------------------------------|-------------------------------|---------------|
| 06-02-0003-00-00-00-00 | 2619 | \$1,200.00 |

Cash In Your Account - (Document Type 30)

Cash In Your Account forms must be received in your servicing finance office by **close of business September 20** in order to meet CFS cutoff payment dates.

Cash In Your Account forms received after September 20 will be paid after NOAA's accounting system conversion and will be charged to FY 2003.

Contract Observers - (Document Type 33)

Year-end accrual entries are required to reflect the cost of services performed through September 30 for Contract Observers. If you are issuing a new contract observer for services performed during the month of September and you won't be submitting the contract observer for payment until October, submit an accrual to your servicing finance office to be received by close of business **September 30** using the form on the next page.

ACCRUALS FOR CONTRACT OBSERVERS (DOCUMENT TYPE 33)

TO: AOD - FAX number 301-413-0022 DATE:
EASC - FAX number 757-441-3863
CASC - FAX number 816-426-6738
MASC - FAX number 303-497-3913
WASC - FAX number 206-526-6672

FROM: _____ TELEPHONE: _____

SUBJECT: Accruals for Contract Observers

I hereby request an accrual for the following _____
—
(individual document type with supporting documents attached).

| <u>DOCUMENT</u> <u>NUMBER</u> | <u>FY</u> | <u>BUREAU</u> <u>CODE</u> | <u>PROJECT</u> <u>CODE</u> | <u>TASK</u> <u>CODE</u> | <u>FUND</u> <u>CODE</u> | <u>Program Code</u> |
|----------------------------------|-----------|------------------------------|-------------------------------|----------------------------|----------------------------|---------------------|
| 2xxxxxxxx | 02 | 14 | 69P1B23 | P00 | 02 | 06-01-02-000 |

| <u>ORGANIZATION</u> <u>CODE</u> | <u>OBJECT</u> <u>CLASS</u> | <u>AMOUNT</u> |
|------------------------------------|-------------------------------|---------------|
| 06-02-0003-00-00-00-00 | XXXX | \$1,200.00 |

Contracts - (Document Type 03)

Your servicing finance office must receive accrual documents (e.g., invoices, performance reports, written cost estimates from the contractor, etc.) by close of business **September 30**.

If you have not received any accrual documentation from the contractor, you must estimate the amount of the contract that should be accrued.

Use the form on the next page to submit this information. If you have questions on how to estimate an accrual, please contact:

AOD - Maria Eisel (301)427-3300 x197
EASC - Frank Hewitt (757)441-6456
CASC - DeeDee Beltz (816) 426-5873 x412
MASC - Jo Shubert (303)497-6327
WASC - Sue Whyte (206) 526-6009

ESTIMATED CONTRACT ACCRUALS

TO: AOD - FAX number 301-427-2025 DATE:
EASC - FAX number 757-441-3863
CASC - FAX number 816-426-6738
MASC - FAX number 303-497-3913
WASC - FAX number 206-526-6672

FROM: _____ TELEPHONE: _____

DOCUMENT NUMBER: _____

I request an accrual to be recorded as follows:

| <u>ORG CODE</u> | <u>TASK NUMBER</u> | <u>PHASE NUMBER</u> | <u>OBJECT CLASS</u> | <u>AMOUNT</u> |
|-----------------|--------------------|---------------------|---------------------|---------------|
| WNXXXX | 9P1A45 | 00 | xxxx | \$100,000 |
| TOTAL | | | | \$100,000 |

The total amount was based upon the following (you must check one):

- ___ Invoice from the Contractor/Vendor is attached.
- ___ Performance Report from the Contractor/Vendor is attached.
- ___ Written cost estimate from the Contractor/Vendor stating costs through September 30 is attached.
- ___ It is a recurring monthly or quarterly bill. My calculations for the estimate for the accrual are based on previous activity. My calculations are attached.
- ___ **All** of the goods and services have been received, but I have not received an invoice, performance report, or written estimate from the Contractor/Vendor. The entire Undelivered Order for this document should be accrued.
- ___ **Some** of the goods and services have been received, but I have not received an invoice, performance report, or written estimate from the Contractor/Vendor. My calculations for determining the accrual amount are

attached.

Federal Express - (Document Type 02)

Invoices will be downloaded and processed at least through **September 20**, if time permits.

No client action is necessary.

FEDSTRIP - (Document Type 13)

You should fax an accrual estimate for the cost of goods or services that have not been recorded as a disbursement to MASC by **September 30** using the form attached.

We request that you use the attached form because we receive thousands of documents and it helps us to organize and prioritize our work.

ACCRUALS FOR FEDSTRIP (DOCUMENT TYPE 13)

TO: MASC - FAX number 303-497-3913 DATE: _____

FROM: _____ TELEPHONE: _____

DOCUMENT TYPE: _____

SUBJECT: FEDSTRIP Accruals

I hereby request an accrual for the following FEDSTRIP orders.

EXAMPLE:

| <u>DOCUMENT</u> <u>NUMBER</u> | <u>FY</u> | <u>BUREAU</u> <u>CODE</u> | <u>PROJECT</u> <u>CODE</u> | <u>TASK</u> <u>CODE</u> | <u>FUND</u> <u>CODE</u> | <u>Program Code</u> |
|----------------------------------|-----------|------------------------------|-------------------------------|----------------------------|----------------------------|---------------------|
| 2xxxxxxxx | 02 | 14 | 69P1B23 | P00 | 02 | 06-01-02-000 |

| <u>ORGANIZATION</u> <u>CODE</u> | <u>OBJECT</u> <u>CLASS</u> | <u>AMOUNT</u> |
|------------------------------------|-------------------------------|---------------|
| 06-02-0003-00-00-00-00 | xxxx | \$1,200.00 |

Gifts & Bequests

All CD 210's should be sent to your servicing finance office within a week after closing so they can be included in the report to DoC. Also, all NOAA adjustments for travel costs that should be moved over to LP1A01 should be done prior to year end closing.

Government Bills of Lading (GBLs) - (Document Type 23)

Accruals for GBLs should be faxed to your servicing finance office by **close of business September 30.**

We request that you use the attached form because we receive thousands of documents and it helps us to organize and prioritize our work.

ACCRUALS FOR GOVERNMENT BILLS OF LADING (DOCUMENT TYPE 23)

TO: AOD - FAX number 301-427-2025 DATE:
EASC - FAX number 757-441-3863
CASC - FAX number 816-426-6738
MASC - FAX number 303-497-3913
WASC - FAX number 206-526-6672

FROM: _____ TELEPHONE: _____

SUBJECT: Accruals for GBLs

I hereby request an accrual for the following work
authorizations.

EXAMPLE:

| <u>DOCUMENT</u> <u>NUMBER</u> | <u>FY</u> | <u>BUREAU</u> <u>CODE</u> | <u>PROJECT</u> <u>CODE</u> | <u>TASK</u> <u>CODE</u> | <u>FUND</u> <u>CODE</u> | <u>Program Code</u> |
|----------------------------------|-----------|------------------------------|-------------------------------|----------------------------|----------------------------|---------------------|
| 2xxxxxxxx | 02 | 14 | 69Pxxxx | P00 | 02 | 06-01-02-000 |

| <u>ORGANIZATION</u> <u>CODE</u> | <u>OBJECT</u> <u>CLASS</u> | <u>AMOUNT</u> |
|------------------------------------|-------------------------------|---------------|
| 06-02-0003-00-00-00-00 | xxxx | \$1,200.00 |

Interagency Agreements - (Document Type 01)

Requests for accruals must be received in your servicing finance office by close of business **September 30**.

If you have not received any accrual documentation from the other Government agency, you must estimate the amount of the agreement that should be accrued.

Use the following form to submit this information.

ESTIMATED INTERAGENCY AGREEMENT ACCRUALS

TO: AOD - FAX number 301-413-6998 DATE:
EASC - FAX number 757-441-3863
CASC - FAX number 816-426-6738
MASC - FAX number 303-497-3913
WASC - FAX number 206-526-6672

FROM: _____ TELEPHONE: _____

DOCUMENT NUMBER: _____

I request an accrual to be recorded as follows:

| <u>ORG CODE</u> | <u>TASK NUMBER</u> | <u>PHASE NUMBER</u> | <u>OBJECT CLASS</u> | <u>AMOUNT</u> |
|-----------------|--------------------|---------------------|---------------------|---------------|
| WNXXXX | 9P1A45 | 00 | xxxx | \$100,000 |
| TOTAL | | | | \$100,000 |

The total amount was based upon the following (you must check one):

- ___ Invoice from the other Government agency is attached.
- ___ Performance Report from the other Government agency is attached.
- ___ Written cost estimate from the other Government agency stating costs through September 30 is attached.
- ___ It is a recurring monthly or quarterly bill. My calculations for the estimate for the accrual are based on previous activity. My calculations are attached.
- ___ **All** of the goods and services have been received, but I have not received an invoice, performance report, or written estimate from the other Government agency. The entire Undelivered Order for this document should be accrued.
- ___ **Some** of the goods and services have been received, but I have not received an invoice, performance report, or written estimate from the other Government agency. My

calculations for determining the accrual amount are attached.

Leases - (Document Type 06)

Accruals for leases should be reviewed to ensure the accruals plus prior disbursements reflect the expected annual cost. For existing accounts, the servicing finance offices will project and "pre-pay" accruals through the fiscal year end for you. See "NEW FOR FY 2002" below.

New leases are not included in this projection. The new information should be submitted to your servicing finance office by **September 30** on the attached form.

We request you use the following form because we receive thousands of documents and it helps us to organize and prioritize our work.

NEW FOR FY 2002:

As we convert to a new accounting system in October 2002, there exists a potential delay in payments during October. In order to minimize the potential amount of phone calls of lessors requesting moneys owed to them during the month of October, the servicing finance offices will be making double payments in September 2002 rather than recording both payments and accruals. For example, if an August lease invoice is received for payment in September, the servicing finance office will double-up the payment. The "doubled" payment will cover the lease cost of the August invoice as well as the projected future invoice on the September lease cost. No accrual would be necessary and the lessors would not have to wait for their September payments in October. We expect the additional payment to be reflected on the next invoice from the vendor.

ACCRUALS FOR LEASES (DOCUMENT TYPE 06)

TO: AOD - FAX number 301-427-2025 DATE:
EASC - FAX number 757-441-3863
CASC - FAX number 816-426-6738
MASC - FAX number 303-497-3913
WASC - FAX number 206-527-7502

FROM: _____ TELEPHONE: _____

SUBJECT: Accruals for Leases

I hereby request an accrual for the following leases.

EXAMPLE:

| <u>DOCUMENT</u> <u>NUMBER</u> | <u>FY</u> | <u>BUREAU</u> <u>CODE</u> | <u>PROJECT</u> <u>CODE</u> | <u>TASK</u> <u>CODE</u> | <u>FUND</u> <u>CODE</u> | <u>Program Code</u> |
|----------------------------------|-----------|------------------------------|-------------------------------|----------------------------|----------------------------|---------------------|
| 8xxxxxxxxx | 02 | 14 | 69Pxxxx | P00 | 02 | 06-01-02-000 |

| <u>ORGANIZATION</u> <u>CODE</u> | <u>OBJECT</u> <u>CLASS</u> | <u>AMOUNT</u> |
|------------------------------------|-------------------------------|---------------|
| 06-02-0003-00-00-00-00 | xxxx | \$1,200.00 |

Local Travel and Employee Reimbursements - (Document Type 31)

Local travel vouchers must be sent to your servicing finance office by **close of business September 20** in order to meet CFS cutoff payment dates.

Local travel vouchers received after September 20 will be paid after NOAA's accounting system conversion and will be charged to FY 2003.

Motor Pool - (Document Type 29)

It will not be necessary to send accruals to the CASC Financial Management Division (FMD). The last billing that is received and paid by September 30 will be used to establish accruals. Because all accruals must have a vehicle tag number as a reference, please notify CASC FMD of the tag number and the accounting information if your office acquires a GSA vehicle that does not appear on the July billing.

These accruals will be processed by CASC FMD by September 30. If the bill is received early, you will see the August payment and September accruals on the September 27 preliminary close. If they appear on the September 27 preliminary closing report, you may send changes to DeeAnn Matthews via electronic-mail at Dee.A.Matthews@noaa.gov. You may also reach Ms. Matthews on (816) 426-5965, ext 432.

NOAA Commissioned Corps Storage - (Document Type 05)

Accruals for storage should be reviewed to ensure the accruals plus disbursements reflect the expected annual cost. For existing accounts, we project accruals through the fiscal year end for you.

New agreements are not included in this projection, and the new information should be faxed to AOD by **September 20**. Information received after September 20 will not be accrued, will be paid after NOAA's accounting system conversion, and will be charged to FY 2003.

We request that you use the attached form because we receive thousands of documents and it helps us to organize and prioritize our work.

ACCRUALS FOR NOAA COMMISSIONED CORPS STORAGE (DOCUMENT TYPE
05)

TO: AOD - FAX number 301-427-2025 DATE:

FROM: _____ TELEPHONE: _____

SUBJECT: Accruals for NOAA Commissioned Corps Storage

I hereby request an accrual for the following storage charges.

EXAMPLE:

| <u>DOCUMENT NUMBER</u> | <u>ORG. CODE</u> | <u>TASK NUMBER</u> | <u>PHASE NUMBER</u> | <u>AMOUNT</u> |
|----------------------------|----------------------|------------------------|-------------------------|---------------|
| AAE0012TT | ANXXXX | 9XXXXX | 10 | \$5,000 |
| AAE0012TT | ANXXXX | 9WGNXX | 00 | \$2,000 |

Printing Orders - (Document Type 09)

Requests for accruals must be received in your servicing finance office by close of business **September 30**.

We request that you use the attached form because we receive thousands of documents and it helps us to organize and prioritize our work.

PRINTING ORDERS ACCRUALS

TO: AOD - FAX number 301-413-6998 DATE:
EASC - FAX number 757-441-3863
CASC - FAX number 816-426-6738
MASC - FAX number 303-497-3913
WASC - FAX number 206-527-7573

FROM: _____ TELEPHONE: _____

DOCUMENT NUMBER: _____

I request an accrual to be recorded as follows:

| <u>ORG CODE</u> | <u>TASK NUMBER</u> | <u>PHASE NUMBER</u> | <u>OBJECT CLASS</u> | <u>AMOUNT</u> |
|-----------------|--------------------|---------------------|---------------------|---------------|
| WNXXXX | 9P1A45 | 00 | xxxx | \$100 ,000 |
| TOTAL | | | | \$100,000 |

NOTE: Manual accruals will be entered in NPS and should identify FIMA accounting information.

Purchase Card and Convenience Checks - (Document Type 14)

This year, we will receive two transaction files from Citibank for the month of September. **Please make your purchase card purchases by September 19, 2002 so that payment can be processed in FY 2002 thereby reducing the number of accruals which will need to be converted at year end. No manual accruals will be recorded for year-end.**

The first purchase card statement period closes on September 20. The transactions from Citibank will be entered into the Commerce Purchase Card System (CPCS) on Monday, September 23. Cardholders/Approving Officials will be notified to have these transactions reconciled and approved by COB Wednesday, September 25. Transactions not reconciled by September 25 will be recorded under the default accounting assigned to the purchase card. The transactions for this statement period will be paid and recorded as FY 2002 disbursements.

The second purchase card file will contain transactions posted from September 21 - September 27, and will be loaded into the CPCS by October 1. Cardholders/Approving Officials will be notified to have these transactions reconciled and approved by COB Wednesday, October 3. Transactions not reconciled by October 3 will be recorded under the default accounting assigned to the purchase card. The transactions for this statement period will be swept on the morning of October 3 and recorded as FY 2002 accruals.

Purchase Orders (CD-404/406) (Document Types 40)

Document Type 40 Purchase Orders require a Receiving Report for an accrual to be recorded. In order for these types of documents to be properly accrued, the receiving reports must arrive in your servicing finance office by close of business **September 30**.

Reimbursable Work Authorizations - (Document Type 07)

Requests for accruals must be received in your servicing finance office by **close of business September 30**.

We request that you use the following form because we receive thousands of documents and it helps us to organize and prioritize our work.

REIMBURSABLE WORK AUTHORIZATION ACCRUALS

TO: AOD - FAX number 301-413-6998 DATE:
EASC - FAX number 757-441-3863
CASC - FAX number 816-426-6738
MASC - FAX number 303-497-3913
WASC - FAX number 206-526-6672

FROM: _____ TELEPHONE: _____

DOCUMENT NUMBER: _____

I request an accrual to be recorded as follows:

| <u>ORG CODE</u> | <u>TASK NUMBER</u> | <u>PHASE NUMBER</u> | <u>OBJECT CLASS</u> | <u>AMOUNT</u> |
|-----------------|--------------------|---------------------|---------------------|---------------|
| WNXXXX | 9P1A45 | 00 | xxxx | \$100 ,000 |
| TOTAL | | | | \$100,000 |

NOTE: Manual accruals will be entered in NPS and should
 identify FIMA accounting information.

Telecommunication Charges - (Document Type 06)

Accruals for the Government telecommunications billings (BAC, FTS2000, and FTS2001) will be determined by the Telecommunication Division and recorded by AOD for you. These accruals should be recorded in FIMA by July 26. Please review these accruals and notify Cliff Schoenberger of the Telecommunication Division on (301)713-3333 x217 or at Cliff.Schoenberger@noaa.gov if you would like to change the accrual.

NEW FOR FY 2002:

Telecommunications charges from commercial vendors should be reviewed to ensure the accruals plus disbursements reflect the expected annual cost. For existing accounts, we will project accruals and make additional disbursements through the fiscal year end for you. As we convert to a new accounting system in October 2002, there exists a potential delay in payments during October. In order to minimize the potential amount of phone calls requesting moneys or services will be shut-off, the servicing finance offices will be making double payments in September 2002 rather than recording both payments and accruals. For example, if an August telecommunication invoice is received for payment in September, the servicing finance office will double-up the payment. The "doubled" payment will cover the telecommunication cost of the August invoice as well as the projected future invoice on the September telecommunication cost. No accrual would be necessary and the commercial vendors would not have to wait for their September payments in October. We expect the additional payment to be reflected on the next invoice from the vendor.

New accounts are not included in this projection, and the new information should be received in your servicing finance office by close of business September 30.

NOTE: We have received invoices for monthly services that have had prior-month charges certified. This over-certification can result in over-payment to the vendor. In order to prevent over-payment, do not certify prior month charges, only certify current-month charges.

Accruals entered in CFS should identify the CFS ACCS.

We request that you use the following form because we receive thousands of documents and it helps us to organize and prioritize our work.

ACCRUALS FOR TELECOMMUNICATION CHARGES (DOCUMENT TYPE 06)

TO: AOD - FAX number 301-427-2025 DATE:
EASC - FAX number 757-441-3863
CASC - FAX number 816-426-6738
MASC - FAX number 303-497-3913
WASC - FAX number 206-526-6672

FROM: _____ TELEPHONE: _____

SUBJECT: Accruals for Telecommunication Charges

I hereby request an accrual for the following orders.

EXAMPLE:

| <u>DOCUMENT</u> <u>NUMBER</u> | <u>FY</u> | <u>BUREAU</u> <u>CODE</u> | <u>PROJECT</u> <u>CODE</u> | <u>TASK</u> <u>CODE</u> | <u>FUND</u> <u>CODE</u> | <u>Program Code</u> |
|----------------------------------|-----------|------------------------------|-------------------------------|----------------------------|----------------------------|---------------------|
| 2xxxxxxxxx | 02 | 14 | 69Pxxxx | P00 | 02 | 06-01-02-000 |

| <u>ORGANIZATION</u> <u>CODE</u> | <u>OBJECT</u> <u>CLASS</u> | <u>AMOUNT</u> |
|------------------------------------|-------------------------------|---------------|
| 06-02-0003-00-00-00-00 | xxxx | \$1,200.00 |

Training - (Document Type 08)

For training that is not able to be purchased with the Purchase Card, you must send requests for accruals to your servicing finance office by close of business **September 30**.

We request that you use the attached form because we receive thousands of documents and it helps us to organize and prioritize our work.

TRAINING ACCRUALS

TO: AOD - FAX number 301-427-2025 DATE:
EASC - FAX number 757-441-3863
CASC - FAX number 816-426-6738
MASC - FAX number 303-497-3913
WASC - FAX number 206-526-6672

FROM: _____ TELEPHONE: _____

DOCUMENT NUMBER: _____

I request an accrual to be recorded as follows:

| DOCUMENT NUMBER | FY | BUREAU CODE | PROJECT CODE | TASK CODE | FUND CODE | Program Code |
|--------------------|----|----------------|-----------------|--------------|--------------|--------------|
| 2xxxxxxxx | 02 | 14 | 69Pxxxx | P00 | 02 | 06-01-02-000 |

| ORGANIZATION CODE | OBJECT CLASS | AMOUNT |
|------------------------|-----------------|------------|
| 06-02-0003-00-00-00-00 | xxxx | \$1,200.00 |

Transportation - (Document Types 20 and 27)

Accruals for transportation should be sent **based upon the criteria below.**

- If a transportation ticket (air, train, etc.) for FY 2002 travel will be **issued by the SATO office or NAVIGANT (MASC) after August 21**, send a copy of the Travel Authorization to your servicing finance office to accrue the transportation cost using the following form. Send this information as soon as the Travel Authorization is signed by the authorizing official.
- If the traveler is charging his/her transportation tickets to his/her Government issued travel card for FY 2002 and the travel is completed after September 21, send a copy of the Travel Authorization to your servicing finance office to accrue the transportation cost using the following form. Send this information as soon as the Travel Authorization is signed by the authorizing official.

NEW for FY 2002:

The last day to submit transportation accruals, for the period covering up to and including September 15, will be close of business September 20. The last day to submit transportation accruals, for the period covering September 16 through and including September 30, will be close of business September 30.

We request you submit the following form with a copy of the travel authorization because we receive thousands of documents and it helps us to organize and prioritize our work.

ACCRUALS FOR TRANSPORTATION (DOCUMENT TYPES 20 AND 27)

TO: AOD - FAX number 301-427-3242 DATE: _____
EASC - FAX number 757-441-3863
CASC - FAX number 816-426-6738
MASC - FAX number 303-497-7649
WASC - FAX number 206-527-7397

FROM: _____ TELEPHONE: _____

DOCUMENT TYPE: _____

SUBJECT: Transportation Accruals

ATTACHMENT: Travel Authorization from Travel Manager

I hereby request an accrual for the following Travel
Authorizations.

EXAMPLE:

| DOCUMENT NUMBER | FY | BUREAU CODE | PROJECT CODE | TASK CODE | FUND CODE | Program Code |
|--------------------|----|----------------|-----------------|--------------|--------------|--------------|
| 2xxxxxxxxx | 02 | 14 | 69Pxxxx | P00 | 02 | 06-01-02-000 |

| ORGANIZATION CODE | OBJECT CLASS | AMOUNT |
|------------------------|-----------------|------------|
| 06-02-0003-00-00-00-00 | xxxx | \$1,200.00 |

Travel Vouchers - Permanent Change of Station (PCS) (Document Type 26)

All PCS orders issued in FY 2002 must be obligated using FY 2002 funds.

- a. For PCS orders that have not been recorded in FIMA, fax a copy of the CD-29 to your servicing finance office by **September 30** marked "PCS OBLIGATION." Use the following form to submit these obligations.
- b. For PCS orders that are recorded but have been canceled, fax a copy of the CD-29 to your servicing finance office by **September 30** marked "PCS CANCELLATION."

We request that you use the attached form because we receive thousands of documents and it helps us to organize and prioritize our work.

UNDELIVERED ORDERS FOR PCS (DOCUMENT TYPE 26)

TO: AOD - FAX number 301-427-3242 DATE:
EASC - FAX number 757-441-3863
CASC - FAX number 816-426-6738
MASC - FAX number 303-497-7649
WASC - FAX number 206-527-6936

FROM: _____ TELEPHONE: _____

SUBJECT: PCS Undelivered Orders

I hereby request an undelivered order for the following PCS Travel Authorization.

EXAMPLE:

| <u>DOCUMENT</u> <u>NUMBER</u> | <u>ORG.</u> <u>CODE</u> | <u>TASK</u> <u>NUMBER</u> | <u>OBJECT</u> <u>CLASS</u> | <u>PHASE</u> <u>NUMBER</u> | <u>AMOUNT</u> |
|--|--|--|---|---|----------------------|
| xxxxxxxxx | NBxxxxx | 8xxxxxx | xxxx | 20 | \$10,500 |

NOTE: Manual accruals will be entered in RPS and should identify FI MA accounting information.

Travel Vouchers - Temporary Duty (TDY) (Document Types 20 and 27)

This year, it is imperative that travel vouchers be prepared in Travel Manager in a prompt manner.

Year-end accruals will not be recorded for TDY travel. Please notify your year-end travelers to complete and submit their travel vouchers immediately upon completion of their trip.

For travel voucher reimbursement payments to be made and for the transactions to be recorded as FY 2002 business, **vouchers must be completed and approved in Travel Manager by COB Tuesday, September 24, 2002.** Since a signed and approved vouched is necessary for payment, immediately forward the voucher with appropriate supporting documentation (receipts) to your servicing finance office. Also, immediately fax a copy of the signed and approved voucher to your servicing finance office so that processing can be started pending the receipt of the original documents.

NOTE:

It is important that travel documents prepared using Travel Manager indicate the correct fiscal year. When preparing a travel document, please verify that the selected accounting code(s) appearing in the *Accounting Codes for Current Document* block cite the fiscal year in which the trip is taken. The selected accounting code will appear in the third column (*Classification Code*).

The fiscal year will be reflected in the first four positions of the accounting code.

If it is necessary to change the Fiscal Year in the accounting code shown on the document:

1. In the Accounting Codes for Current Document block, highlight the Accounting Code requiring the change and click the *Update* button. The Update Accounting Code window will appear on the screen.
2. In the FY (4) field, highlight the existing fiscal year, type the correct fiscal year, and click **OK**.
3. At the prompt, "Do you want to save the accounting code and its extended accounting codes to the master list of accounting classifications? ", respond appropriately.
 - Responding Yes will override the accounting code in the Master Accounting Codes list.

- Responding No will not save this change to the Master Accounting Codes list.

Unemployment Compensation (Document Type 01)

Each Line Office must submit all necessary FY 2002 accruals to Tara Asgarian (Tara.Asgarian@noaa.gov) in AOD's Contracts and Government Branch. Tara can be reached on 301-427-2054 x150. Accruals must be received by close of business **September 30**.

Utilities - (Document Type 06)

NEW FOR FY 2002:

Accruals for utilities should be reviewed to ensure the accruals plus disbursements reflect the expected annual cost. For existing accounts, we project accruals through the fiscal year end for you. As we convert to a new accounting system in October 2002, there exists a potential delay in payments during October. In order to minimize the potential amount of phone calls requesting moneys or services will be shut-off, the servicing finance offices will be making double payments in September 2002 rather than recording both payments and accruals. For example, if an August utility invoice is received for payment in September, the servicing finance office will double-up the payment. The "doubled" payment will cover the utility cost of the August invoice as well as the projected future invoice on the September utility cost. No accrual would be necessary and the commercial vendors would not have to wait for their September payments in October. We expect the additional payment to be reflected on the next invoice from the vendor.

New utility accounts are not included in this projection, and the new information should be received in your servicing finance office by September 30.

NOTE: We have received invoices for monthly services that have had prior-month charges certified. This over-certification can result in over-payment to the vendor. In order to prevent over-payment, do not certify prior month charges, only certify current-month charges.

We request that you use the following form because we receive thousands of documents and it helps us to organize and prioritize our work.

ACCRUALS FOR UTILITIES (DOCUMENT TYPE 06)

TO: AOD - FAX number 301-427-2025 DATE:
EASC - FAX number 757-441-3863
CASC - FAX number 816-426-6738
MASC - FAX number 303-497-3913
WASC - FAX number 206-527-7198

FROM: _____ TELEPHONE: _____

SUBJECT: Accruals for Utilities

I hereby request an accrual for the following utility charges.

EXAMPLE:

| <u>DOCUMENT</u> <u>NUMBER</u> | <u>FY</u> | <u>BUREAU</u> <u>CODE</u> | <u>PROJECT</u> <u>CODE</u> | <u>TASK</u> <u>CODE</u> | <u>FUND</u> <u>CODE</u> | <u>Program Code</u> |
|----------------------------------|-----------|------------------------------|-------------------------------|----------------------------|----------------------------|---------------------|
| 2xxxxxxxx | 02 | 14 | 69Pxxxx | P00 | 02 | 06-01-02-000 |

| <u>ORGANIZATION</u> <u>CODE</u> | <u>OBJECT</u> <u>CLASS</u> | <u>AMOUNT</u> |
|------------------------------------|-------------------------------|---------------|
| 06-02-0003-00-00-00-00 | xxxx | \$1,200.00 |

Work Authorizations - (Document Type 05)

Accruals for work authorizations should be faxed to your servicing finance office by **close of business September 30.**

We request that you use the attached form because we receive thousands of documents and it helps us to organize and prioritize our work.

ACCRUALS FOR WORK AUTHORIZATIONS (DOCUMENT TYPE 05)

TO: AOD - FAX number 301-427-2025 DATE:
EASC - FAX number 757-441-3863
CASC - FAX number 816-426-6738
MASC - FAX number 303-497-3913
WASC - FAX number 206-526-6672

FROM: _____ TELEPHONE: _____

SUBJECT: Accruals for Work Authorizations

I hereby request an accrual for the following work authorizations.

EXAMPLE:

| DOCUMENT NUMBER | FY | BUREAU CODE | PROJECT CODE | TASK CODE | FUND CODE | Program Code |
|--------------------|----|----------------|-----------------|--------------|--------------|--------------|
| 2xxxxxxxx | 02 | 14 | 69Pxxxx | P00 | 02 | 06-01-02-000 |

| ORGANIZATION CODE | OBJECT CLASS | AMOUNT |
|------------------------|-----------------|------------|
| 06-02-0003-00-00-00-00 | xxxx | \$1,200.00 |

Receivables - Receivable Branch (RB) Fax Number: 301-413-6999

Civil Monetary Penalties (Document Type 60)- We need a list of all cases that have legally enforceable debt but have not been transferred to the RB for collection as of **September 30**. This list should include the case number, dollar amount, task number, and reason why the case has not been forwarded to the RB.

"A" and "B" Reimbursable Tasks (Document Types 60 and 93 Federal and Non-Federal) - The RB must be notified prior to September 20 of any FY 2002 advances that must be billed.

Reimbursable Tasks (Document Types 60 and 93) - For each task number that has an agency code of 4900 assigned to it, we need a list of the Federal entities and associated costs for each entity. Checks sent directly to the Line Offices for reimbursable tasks must be forwarded to and received in the RB by September 26.

Bills for Appropriation Refunds or Miscellaneous Purposes (Document Types 61 and 62) - We need documentation to bill for any overpayment or audit disallowance by **September 30**. This documentation should include the name, address, taxpayer identification number, dollar amount owed, award number (if applicable), coding to record in FIMA, and all background information to justify sending the bill.

Bills for Inspection and Grading (Document Type 63) - All billing information through September 30 must be entered by the regions no later than close of business on **October 2**. On October 3, the bills will be prepared and the data will be transmitted to FIMA.

Bills for Premiums and Outstanding Loans (Document Types 64 and 69) - We need to have all disbursement requests by **September 25**. We need all receipts that should be included as part of FY 2002 business by **September 26**.

Write-offs of Uncollectible Debt (Document Types 60, 61, 62, 63, 64, and 69) - All write-offs of uncollectible debt must be received in the RB by **September 24**. We need to know if the debt is being written off because of bankruptcy and if the forgiveness of debt should be reported to the Internal Revenue Service.

FY 2002 Year End Closing Dates

September 13

1st Preliminary Closing

September 20

2nd Preliminary Closing

Last day to notify the Receivables Branch (OFA233) of any “A” or “B” advances that must be billed

Last day to submit invoices to the servicing finance office for payment in FY 2002

Last day to submit document level cost adjustments for transactions entered prior to September 13

Purchase card statement period closes (first of two)

September 23

Last day to submit Labor Cost Adjustments to the Funds Management Branch (OFA211)

September 24

Last day for write-offs of uncollectible debt

Last day to enter FY 2002 Travel Vouchers in Travel Manager (TM)

September 25

Weekly FIMA cycle run (Reports only available on the Internet)

<http://apollo.iso.noaa.gov/reports/>

Last day for loan disbursement requests

Last day to reconcile and approve September 20 Purchase Card Statement transactions

CPCS payment of unreconciled September 20 Statement transactions

September 26

List of Federal entities with an agency code of 4900 and associated costs assigned to a reimbursable task to the Receivables Branch (OFA233)

September 27

3rd Preliminary Closing

Purchase card statement period closes (second of two)

September 30

Last day for checks to be deposited in FY 2002

Last day to submit reimbursable task Summary Level Cost Adjustments (Document Type 86) to the Receivables Branch (OFA233)

Last day to submit non-reimbursable task Summary Level Cost Adjustments (Document Type 86) to the Funds Management Branch (OFA211)

Last day for receipt of Document Level Cost Adjustments in the servicing finance office for documents entered after September 14

Last day for receipt of Obligor Documents (UDOs and APs) in your servicing finance office

Last day for receipt of Receivable Documents in the servicing finance office

October 1

Weekly FIMA cycle run (Reports only available on the Internet)

<http://apollo.iso.noaa.gov/reports/>

October 2

Last day for regions to enter Inspection and Grading billing information

October 3

Weekly FIMA cycle run (Reports only available on the Internet)

<http://apollo.iso.noaa.gov/reports/>

Last day to reconcile and approve September 27 Purchase Card Statement transactions

CPCS sweep and accrual of unreconciled September 27 Statement transactions

October 4

4th and Final Closing (6:00 PM Eastern Time)

October 9

Last day to submit manual Obligor Adjustments to the Funds Management Branch (OFA211)

